

**Ad hoc Committee on Responsible Contracting
Friday, December 13, 2013
Council Chambers, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Elizabeth Paterson, Elizabeth Wassmundt

Other Council Members Present: Steve Kegler, Alex Marcellino, Paul Shapiro

Staff Present: Maria Capriola, Assistant Town Manager, Matthew Hart, Town Manager

The meeting was called to order at 9:02 am.

1. MINUTES

The minutes of November 15, 2013 were moved by Wassmundt and seconded by Paterson. The minutes were approved as presented with Moran and Wassmundt voting in favor and Paterson abstaining.

2. DISCUSSION ON UCONN CODE OF CONDUCT FOR VENDORS

Special guest speakers from the University included Gina Devivo-Brassaw, Shareen Hartel, and Leslie Parkhurst. Ms. Devivo-Brassaw and Ms. Hartel provide an overview on the background/development of the Code of Conduct for Vendors. Ms. Parkhurst discussed how the Code is being implemented by the University's Procurement Services Department. She also reviewed the enforcement/complaint/investigation process for when a potential violation of the Code has occurred. Components of the Code, and how Mansfield might be able to apply those concepts or practices to our work, were discussed.

3. DISCUSSION ON RESPONSIBLE CONTRACTING ORDINANCE FOR MANSFIELD

Three topics were discussed: apprenticeship/training requirement; goals for local hires or contractors; pre-qualification of contractors. Draft language being prepared on these topics will be used as a starting point for discussion purposes only.

The Committee did not support language that requires apprenticeship programs. The Committee is interested in reviewing draft language that requires contractors to submit their safety and training records.

The merits of having language that provides for local preference in the procurement process for public construction projects was discussed. The Committee is interested in reviewing draft language that gives preference to local contractors for projects that fall below \$300,000. It was suggested that "local" be defined as a 50 mile radius from Mansfield; this will be used as a starting point for discussion purposes only.

The concept of a pre-qualification process for contractors on small projects (under \$300,000) was discussed. The Committee is open to the idea of reviewing draft language to that affect.

4. REQUESTED INFORMATION

Brief discussion occurred regarding the Massachusetts court cases relevant to this topic. No action taken.

5. FUTURE AGENDA ITEMS

Staff has been asked to invite representatives of the Windham and Tolland Chambers of Commerce to the next meeting. The Committee is interested in local data (both employee and employer) for the construction field.

6. PUBLIC COMMENT

None.

The meeting adjourned at 10:52am.

Respectfully submitted,
Maria E. Capriola, Assistant Town Manager
Town of Mansfield